



**CITY OF OAK PARK, MICHIGAN  
EMPLOYEES' RETIREMENT SYSTEM AND  
PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES  
CONCURRENT MEETING**

**April 23, 2018  
4:30 PM**

**MINUTES**

Chairperson Tungate called the meeting to order at 4:30 PM and asked the City Clerk to call roll.

**EMPLOYEES' RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee McClellan, Trustee Tungate, Trustee Waxenberg, Trustee DeCoster

**TRUSTEES ABSENT:** Trustee Mlynczyk

**ALSO PRESENT:** City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks, City Attorney Duff, Director of Strategic Planning Crystal McLain, Deputy Finance Director Jamen Winters and Human Resource Generalist Carla Allen

**PUBLIC SAFETY RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee Tungate, Trustee McClellan, Trustee Batora

**TRUSTEES ABSENT:** Trustee Rich, Trustee Tetler

**ALSO PRESENT:** City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks, City Attorney Duff, Director of Strategic Planning Crystal McLain, Deputy Finance Director Jamen Winters and Human Resource Generalist Carla Allen

**(Agenda Item #3) Member Update**

Chairperson Tungate welcomed new Employees' Retirement System Trustee David DeCoster.

**ERS-04-008-18                    MINUTES FROM THE JANUARY 22, 2018 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by McClellan, seconded by DeCoster, CARRIED UNANIMOUSLY, to approve the Minutes from the January 22, 2018 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg, DeCoster
	No:	None
	Absent:	Mlynczyk

**MOTION DECLARED ADOPTED**

**PSRS-04-008-18                    MINUTES FROM THE JANUARY 22, 2018 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the Minutes from the January 22, 2018 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

**MOTION DECLARED ADOPTED**

**(Agenda Item #5A Old Business) Retirement Review request by Donald Gundy**

A letter from Public Safety retiree Donald Gundy requesting a change in his retirement benefit based on circumstances related to a divorce in 2011 was reviewed and discussed at the January 22, 2018 ERS/PSRS meeting. The City attorney was asked to review the matter and provide an opinion to the board at their April meeting.

City Attorney Duff presented a memorandum on the matter and concluded that city ordinance language is clear that the form of payment option cannot be changed after a participant's retirement is effective therefore any modification to Mr. Gundy's pension election at this time is prohibited by City Ordinance. Trustees discussed the opinion and Chairperson Tungate allowed Mr. Gundy to speak on the matter.

**PSRS-04-009-18                    REQUEST OF DONALD GUNDY TO CHANGE HIS  
ELECTED RETIREMENT OPTION FROM 3B TO  
OPTION 1 – FAILED**

Motion by McClellan, seconded by Batora, FAILED, to approve the request of Donald Gundy to change his elected retirement option from 3B to Option 1.

Roll Call Vote:	Yes:	None
	No:	Tungate, McClellan, Batora
	Absent:	Rich, Tetler

**MOTION FAILED**

**(Agenda Item #7A) PNC Presentation**

Kirk VanDagens and Henry Wilson from PNC presented a 2018 First Quarter Investment Review dated April 23, 2018. A complete report is on file in the City Clerk's Office. Mr. VanDagens provided a market update and economic and asset class outlook. Mr. Wilson presented a portfolio summary for both systems and reported that the market value of the Employees' Retirement System as of March 31, 2018 was \$19,737,837 and the market value of the Public Safety Retirement System was \$42,122,809.

Mr. VanDagens reviewed the strategic asset allocation policy and suggested a deviation beyond the current mix of securities that would require the boards' approval. He noted that market conditions sometimes dictate the need to alter the targeted percentages within the asset mix. PNC is suggesting the addition of a flexible core bond alternative to the Alternatives Investments Asset Class for both retirement portfolios.

**ERS-04-009-18                    MOTION TO APPROVE THE USE OF STRATEGIC  
INCOME OPPORTUNITIES FUND AS A FLEXIBLE  
CORE BOND ALTERNATIVE WITH A LIMIT OF 5%  
WITHIN THE APPROVED ASSET ALLOCATION  
RANGE OF 0-15% – APPROVED**

Motion by McClellan, seconded by DeCoster, CARRIED UNANIMOUSLY, to approve the use of Strategic Income Opportunities Fund as a flexible core bond alternative with a limit of 5% within the approved asset allocation range of 0-15%.

Roll Call Vote:	Yes:	Tungate, McClellan, Waxenberg, DeCoster
	No:	None
	Absent:	Mlynczyk

**MOTION DECLARED ADOPTED**

**PSRS-04-010-18                    MOTION TO APPROVE THE USE OF STRATEGIC  
INCOME OPPORTUNITIES FUND AS A FLEXIBLE  
CORE BOND ALTERNATIVE WITH A LIMIT OF 5%  
WITHIN THE APPROVED ASSET ALLOCATION  
RANGE OF 0-15% – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to approve the use of Strategic Income Opportunities Fund as a flexible core bond alternative with a limit of 5% within the approved asset allocation range of 0-15%.

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

**MOTION DECLARED ADOPTED**

**(Agenda Item #7A-J) Financial Reports (ERS)**

**ERS-04-010-18            RECEIVE AND APPROVE ERS FINANCIAL REPORTS  
 (JANUARY – MARCH, 2018) – APPROVED**

Motion by DeCoster, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period January 1, 2018 – March 31, 2018:

- A.     PNC Investment Management Report
- B.     Fiduciary Net Assets Statement – Fund 731
- C.     PNC Financial Report
- D.     Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
01/04/2018	145377	Watkins Ross Part D Attestation for 2018 RDS application.	\$ 600.00
01/18/2018	145417	CBIZ Savitz Administration and Actuarial Fees for the period of 10/1/17-12/31/17.	\$ 5,200.00
01/31/2018	EFT (JE#4754)	PNC Inst. Mgmt. Investment Counseling Fees for 10/01/17-12/31/17.	\$ 4,192.89
		QUARTERLY DISBURSEMENTS	\$9,992.89
		ACTUARY FEE REIMBURSEMENT:	-
		TOTAL QUARTERLY DISBURSEMENTS:	\$9,992.89

- E.     Fiduciary Net Assets Statement – Fund 680
- F.     Retirees Actuarial Statements

NAME	DEPARTMENT	DATE	STATUS
Fortura, Rocco	Public Works	12/07/2017	Final
Lakin, Roger	Public Works	12/11/2017	Final

- G.     Municipal and Military Buy-Back Calculations - None
- H.     Correspondence of Retirement Submission - None
- I.     Necrology Report

DATE	NAME
01/11/2018	Miller, Genevieve
02/06/2018	Siporin, Erwin (Survivor Spouse)
03/19/2018	Lybeck, Henry

J. Miscellaneous Information - None

Voice Vote:            Yes:            Tungate, McClellan, Waxenberg, DeCoster  
                               No:            None  
                               Absent:       Mlynczyk

**MOTION DECLARED ADOPTED**

**(Agenda Item #7A-J) Financial Reports (PSRS)**

**PSRS-04-011-18        RECEIVE AND APPROVE PSRS FINANCIAL REPORTS  
 (JANUARY – MARCH, 2018) – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period January 1, 2018 – March 31, 2018:

- A. PNC Investment Management Reports
- B. Fiduciary Net Assets Statement – Fund 733
- C. PNC Financial Report
- D. Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
01/04/2018	145377	Watkins Ross Part D Attestation for 2018 RDS application.	\$ 600.00
01/18/2018	145417	CBIZ Savitz Administration and Actuarial Fees for the period of 10/1/17-12/31/17.	\$ 4,366.00
01/31/2018	EFT (JE#4755)	PNC Inst. Asset Mgmt. Investment Counseling Fees for 10/01/17-12/31/17.	\$ 8,811.67
		QUARTERLY DISBURSEMENTS	\$13,777.67
		ACTUARY FEE REIMBURSEMENT:	-0-
		TOTAL QUARTERLY DISBURSEMENTS:	\$13,777.67

- E. Fiduciary Net Assets Statement – Fund 680
- F. Retirees Actuarial Statements - None
- G. Municipal and Military Buy-Back Calculations

NAME	DEPARTMENT	TIME	AMOUNT	TYPE	STATUS
Donald Hoffman	Public Safety	4 Years	\$8,447.20	Military	Compl.

- H. Correspondence of Retirement Submission – None
- I. Necrology Report

<b>DATE</b>	<b>NAME</b>
03/08/2018	Harold Shuttleworth
02/06/2018	Dillard Hayes

J. Miscellaneous Information - None

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

**MOTION DECLARED ADOPTED**

**PUBLIC COMMENTS:**

There were no members of the public present wishing to speak.

**ADJOURNMENT:**

The meeting adjourned at 5:45 PM.

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T. Edwin Norris, City Clerk